Anytown School

Classification Standards

 Rationale

By creating a standard of classification for our school, we can develop consistent records that will be easier to access and search. Our classification system contributes to ease of location of resources once the user is familiar with the structure that exists in our library. We are able to contribute our records to the local public libraries through the use of the online public access. In this manner we can provide resources on a significantly larger scale for individuals throughout the state. Our records will reflect those of other institutions, allowing us to all speak the same language.

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**Classification System**

For our purposes in our school library, we will use the *Abridged Dewey Decimal Classification and Relative Index: Edition 14* originally devised by Melvil Dewey for classification of all materials.

**Locating an existing Dewey Decimal number**

In all instances of locating Dewey Decimal numbers from alternate resources, the validity and local compatibility of the number must be reviewed.  Attempts to locate existing Dewey Decimal numbers for an item will progress in the following order or in conjunction with one another for comparison:

1.  Vendor provided MARC records, field 082

2.  Local system record comparison and copy cataloging. Identical materials should be   labeled the same whenever possible.

3.  OPAC record copy cataloging from

4.  CIP information from the item. If the number in the CIP is not taken from the *Abridged 14 Dewey Decimal Classification*, or older than 2003, the number should be checked for updates.

**\*If no number can be found, as a last resort, create DDC number according to the directions below.\***

**Identifying Subject Terms for DDC Assignment** (Davis and New 16-17)

 In order to select the proper terms to be located in the *Abridged 14 Dewey Decimal Classification* text, examine how much of the item is devoted to the subject/s.

* One subject is acted upon by another then you choose the term that is acted upon.
* One subject is covered more than another in an item--Use the term associated with the dominant subject
* 2-3 subjects covered equally--Use the term related to the subject that appears first in the DDC system
* More than 3 subjects--Choose a subject classification term that is more broad and inclusive of all subjects

**Creation of a unique DDC number**

Resources for call number assignment:

*Abridged Dewey Decimal Classification and Relative Index: Edition 14* originally devised by Melvil Dewey

*Summaries: DDC Dewey Decimal Classification* by the Online Computer Library Center

**Building DDC numbers**

Using the subject terms you have selected to represent the item in question, search one or both of the above reference materials, specifically the “Summary” sections, for choosing a potential three digit number representing your topic.

Find this number in the “Schedules” section of the *Abridged Dewey Decimal Classification and Relative Index* to determine if the number is appropriate and also to see if any tables need to be referenced for addition of decimal places.

\*For our local purposes, call numbers will include up to three decimal places or the first prime mark, whichever comes first.\*

\*\*For more specific directions utilize those supplied in the resources.\*\*

**Adding prefixes and cutters to DDC**

Use the following chart to find how to add local details to the Dewey Decimal number you have found.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Classification Scheme** | **Example** |
| **Books & Playaways** | Nonfiction | Classification #, Cutter | 363.738 GOR |
|  | Reference & Career Reference | Prefix, Classification #, Cutter | REF 423 MER |
|  | Professional Collection | Prefix, Classification #, Cutter | PRO 371.14 CON |
|  | Biography | Classifiction #, Cutter | 92 KEN |
|  | Old & New Fiction | Prefix, Cutter | FIC PIK |
|  | Over-sized | Prefix, Classification # (except fiction), Cutter | Add OS in front of any other type |

**Anomalies in labeling**

**More than one identical item**—Items will have the same Dewey Decimal number. A copy number is added into local records but not displayed with the DDC label

**Set / volume number**—Items within a set will have the same Dewey Decimal number. A volume label is added to the local records but not to the DDC number itself. The volume number or item specification is placed onto the spine label.

**Collection Arrangement**

**Newly purchased nonfiction books** are labeled according to the above directions. They are to be displayed on the shelves immediately in front of the circulation desk for a minimum of one month.

**Newly purchased fiction books** are labeled according to the above directions. They are to be displayed on top of the four foot fiction shelving for a minimum of one month.

**Oversized items** are labeled according to the above directions (a prefix of “OS”). They are shelved in the “Oversized” section of the library arranged in order first by nonfiction, then fiction.

**Professional materials** are labeled according to the above directions (a prefix of “PRO”). They are shelved in the “Professional” section of the library.

**Reference materials**

**Dictionaries and Encyclopedias** are labeled according to the above directions (a prefix of “REF”) and placed in the “Reference” section.

**Career Reference** materials are also labeled according to the above directions (a prefix of “REF”) and placed in the “Career Reference” section.

**Updates of Dewey Classification**

**Review and amendment of policies**

Check online resources for updates with numbers

Catalog Maintenance

"Call number changes, location changes, treatment changes, and blind references"

(Taylor 455)

How to classify difficult materials (periodicals, databases, etc.)

Works Cited

Davis, Sydney W., and New, Gregory R. *Abridged 13 Workbook: For Small Libraries Using Dewey Decimal Classification Abridged Edition 13.* Albany, NY: Forest Press, 1997. Print.

Dewey, Melvil. *Abridged Dewey Decimal Classification and Relative Index: Edition 14*. Dublin, OH: Online Computer Library Center, 2004. Print.